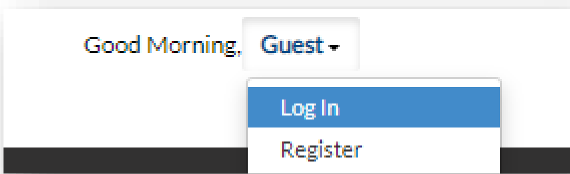
Adding Additional Contacts

And managing contacts

Tucson Development Center Online

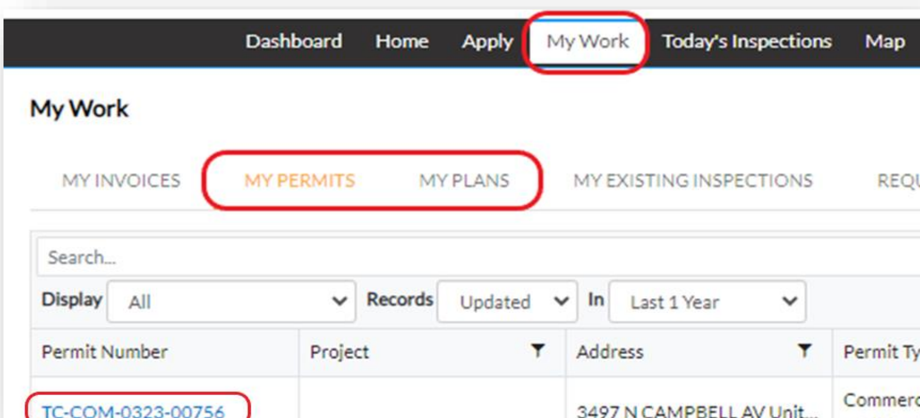
1. Go to [TDC Online](), for best results use a Google Chrome browser.
2. **Register** or **Log In**, using your email address.



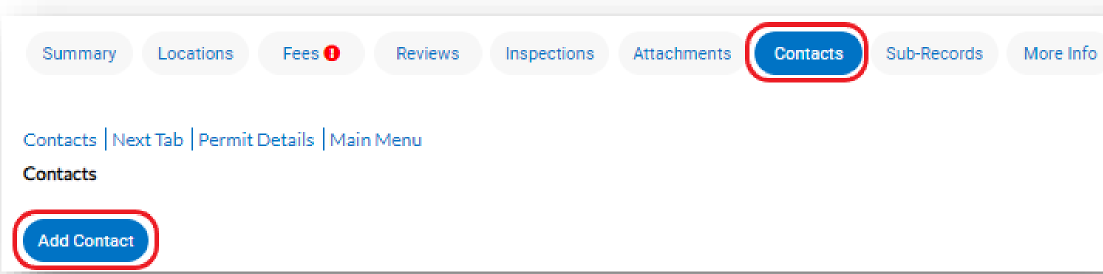
Add a Contact to a Single Permit or Plan

Contacts must have a TDC account to be added to a permit or plan.

1. Click the **"My Work" tab** or use the search bar to locate the permit or plan.
2. Click the **blue permit or plan number hyperlink** to go to the details screen.



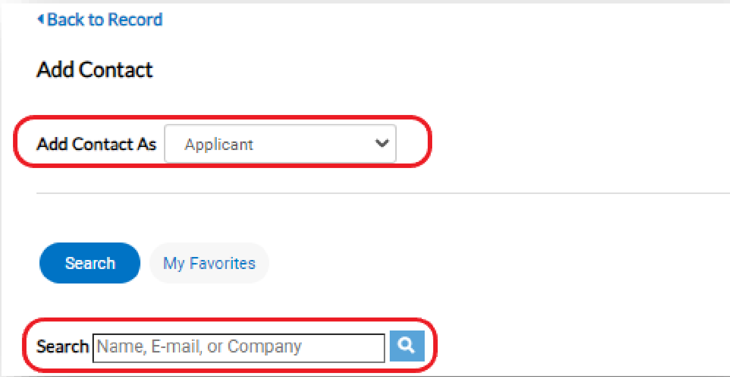
3. From the application details screen click on the **"Contacts" tab and "Add Contact".**



You may also remove an existing contact from this screen.

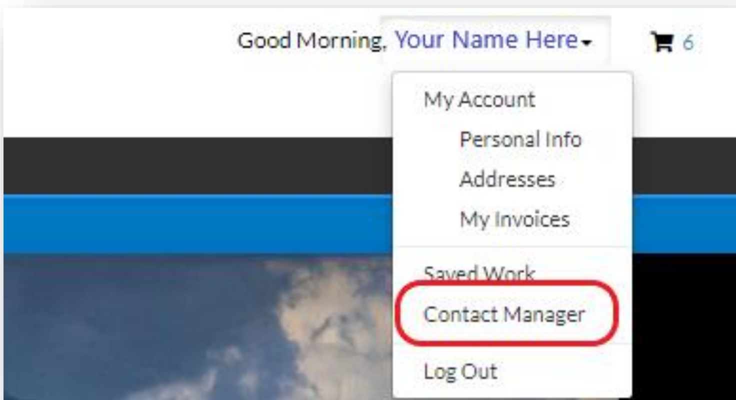
Search for a TDC Online User

4. Select the **contact type** from the drop down and search for the contact. **Click "Add".**

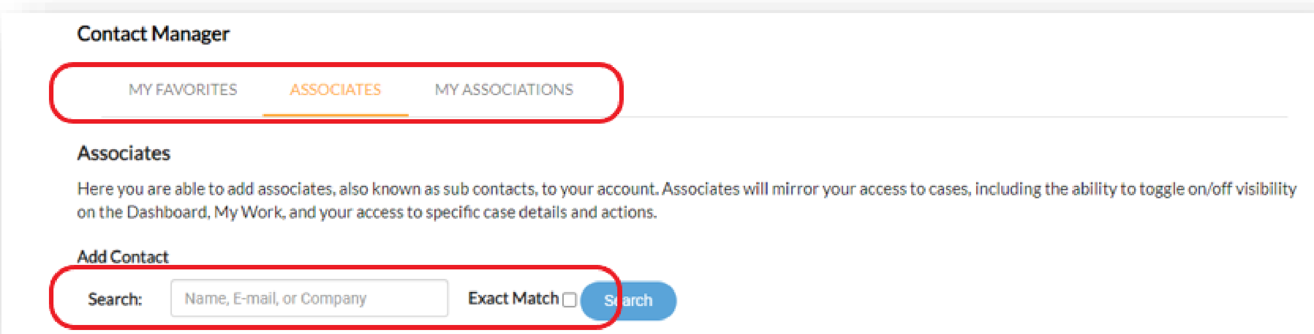


Adding a Contact to Your TDC Online Account (multiple applications)

1. **Log in** to your TDC Online account.
2. From the top right menu select the drop down for **"Contact Manager".**



3. Click the "Associates" tab or the **"My Associations".**
4. **Search for the contact. Click "Add".**



If your account was set up as a "Company" you will have an additional tab for "Associates". Associates will mirror your access on TDC and be able to view all of your work. If you are not setup as a "Company" and do not have the "Associates" tab please contact PDSD staff to update your profile with your company name.

View an Associate's Records

5. From the "Dashboard" or the "My Work" tab, **toggle the associate's records on or off**.